

## **Sick Leave Bank On-line Enrollment\***

### **Frequently Asked Questions**

#### **What are the advantages of enrolling in the Sick Leave Bank (the Bank) on-line?**

- Entering your enrollment information on-line is fast and easy.
- You can print your confirmation\*\* that you successfully submitted your enrollment information.
- You will not have to worry about your enrollment information being lost in the mail.
- If you enter your enrollment information on-line yourself, you will not have to wonder if someone else entered your information correctly into the Sick Leave Bank Information Reporting and Inquiry System (IRIS).

#### **Why do I need to enroll on-line?**

- Enrolling on-line reduces costs by eliminating the need for you to fill out a paper application and mail the application to someone else to enter into a database.
- On-line enrollment reduces the likelihood of errors in data entry, transmission, and lost mail.

#### **How do I enroll on-line?**

- On-line enrollment is easy. Go to <http://tn.gov/dohr/employees/sickleave/sickleave.html> and after reading the Sick Leave Bank Guidelines, click on “Sick Leave Bank On-line Enrollment”. This will take you to the IRIS enrollment page. You just follow the prompts. It is that simple.

#### **How long does it take to enroll on-line?**

- Completing an on-line enrollment process takes only a couple of minutes.
  1. After reading the guidelines\*, log in by typing in your Edison Employee ID and date of birth.
  2. Follow the prompts and agree to the terms of membership.
  3. Print or save to your computer your confirmation of receipt of your enrollment information.

#### **How do I get confirmation of my on-line enrollment?**

- After you finish your on-line enrollment, IRIS will display a confirmation\*\* statement that you successfully submitted your enrollment application.
- You will have the option to print or save to your computer this confirmation statement. This statement confirms only that you have successfully submitted your application for membership in the Bank. It does not guarantee acceptance into the Bank.

### **How will I know that I am accepted as a member in the Bank?**

- After November 30<sup>th</sup>, go to Edison Employee Self Service. Under “Time Reporting”, click on “View Time”. Click on “Leave Balances/Service Credit” and at the top of that screen, click on the third tab titled “SLB Information”. If successfully enrolled, “Sick Leave Bank Member” will show a “Y” and the “SLB Last Assessment” will display the equivalent of 4 days of sick leave donated to the Bank. If “Sick Leave Bank Member” has an “N”, please contact your agency SLB Coordinator for assistance.

### **May I cancel my application for membership prior to October 31<sup>st</sup>?**

- If you change your mind and wish to withdraw your enrollment application, you must:
  - Send a written request to your agency human resources office no later than October 31<sup>st</sup>.
  - Your application will be cancelled in IRIS and you will receive confirmation via e-mail from the Bank.

### **How do I apply without a computer?**

- If you do not have access to the internet, contact your agency’s human resources office for a paper copy of the Enrollment Application and Sick Leave Bank Guidelines.
- After reading the Guidelines, you must complete the Enrollment Application.
  - Make sure your Edison Employee ID Number and date of birth are correct.
  - Read each statement of understanding.
  - Be certain to sign and date your Enrollment Application no earlier than August 1<sup>st</sup> and no later than October 31<sup>st</sup>.
- Submit your Enrollment Application to your agency’s SLB Coordinator.
  - Your agency’s SLB Coordinator must receive your Enrollment Application no later than October 31<sup>st</sup>. Forms received by mail must bear a postmark no later than October 31<sup>st</sup>. Forms received and/or postmarked after October 31<sup>st</sup> will not be accepted.
- Your agency’s SLB Coordinator will enter your completed enrollment information online and confirm your enrollment status.

### **Whom do I contact if I have questions about enrolling in the Bank?**

- Employees may contact their agency human resources office for answers to their enrollment questions.

\* Please read the complete Bank Guidelines at <http://tn.gov/dohr/employees/sickleave/sickleave.html>.

\*\* Submitting an application for membership in the Bank does not guarantee acceptance into the Bank. After meeting all other eligibility requirements, an applicant must have a minimum sick leave balance of six (6) days as of October 31<sup>st</sup> and donate four (4) of those days to the Bank.